

SC Enrich IEP Quick Reference Guide for IEP Amendments

This guide describes the IEP amendment process for IEPs that are created in the SC Enrich IEP program.

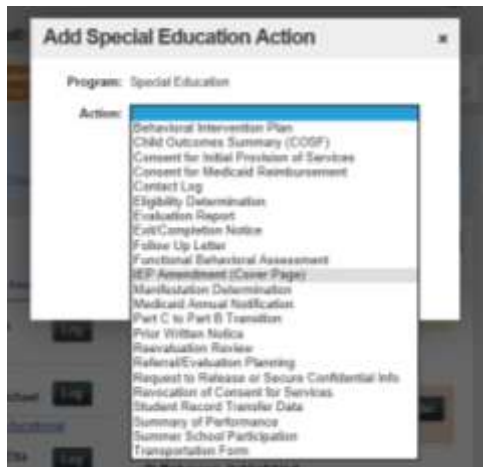
Amending an IEP Created in Enrich

An amendment to an Enrich IEP requires three to four steps, depending on whether a meeting is held for the amendment. The steps include:

1. Creating the IEP Amendment (Cover Page)
2. Scheduling a Meeting (if appropriate)
3. Amending the IEP
4. Completing the Cover Page and Prior Written Notice (PWN)

Step 1: Creating the IEP Amendment (Cover Page)

Go to the Programs Tab and click on 'Add Action' and select IEP Amendment (Cover Page).



When the IEP Amendment action opens, put in the start date for the action (which defaults to the date the action was selected).

Create IEP Amendment (Cover Page)


 Print  Help

Initiation

Reason

Amend Current IEP

Start Date

11/5/2015 

Then answer the question regarding whether an eligibility determination has been made since the last annual review. If you select "yes", additional date fields will appear so that the IEP Amendment Cover Page will list the updated eligibility determination dates.

IEP Amendment

Has an eligibility determination been made since the last annual review meeting?

☐ Yes ☐ No

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Eligibility Determination Date:

Next Eligibility Determination Due By:

Then answer the question: “Will a meeting be held to amend the IEP?”

SCDE Guidance Tip:

IEPs can be amended without convening an IEP Team meeting by agreement between the parent/guardian and LEA. If an IEP amendment will be made with a meeting, please create an ad hoc meeting from the Programs Tab.

Will a meeting be held to amend the IEP?

☐ Yes ☒ No



If a meeting will be held to amend the IEP, ‘Save’ and ‘Close’ the IEP Amendment (Cover Page) and go to the Programs Tab to schedule an IEP team meeting (Step 2). If you are not holding a meeting, skip to Step 3: Amending the IEP.



Step 2: Scheduling a Meeting

On the Programs Tab, go to “Schedule Meetings” and select “Add.”




Complete the meeting notice by entering the participants, date, time, and location for the IEP team meeting.

Schedule Notice of Meeting

 Print  Help

Date & Time

11/5/2015  4:00 PM - 5:00 PM 1 hour duration















The times above are shown in Mountain Standard Time.

Location

Rowels Middle

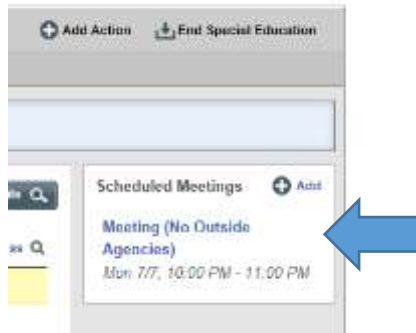
Purpose

Participants

Person	Role	Absent?
Pedro Rosensteel		 
Elena Sjerven		 
Tony Levett		 
Stacie Fassinger	Mother	 
Stew Fassinger	Father	 
 Add Person		

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Print the “Meeting Notice” from the documents section of the navigation pane and transmit the notice to the parent(s). Then save and close the schedule meeting page. From the Programs Tab, you can open and update the schedule meeting page as appropriate to enter additional contact attempts and parental response information.

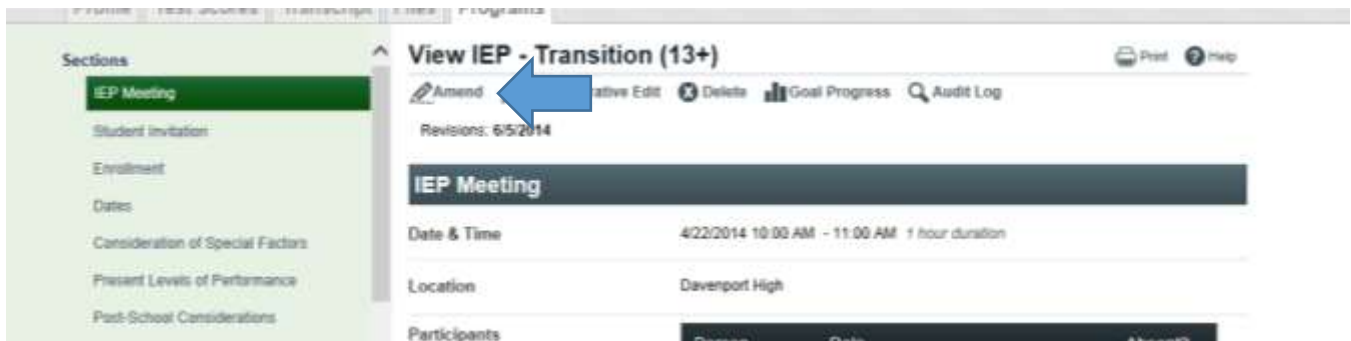


Step 3: Amending the IEP

Go to the Program Tab and select “View Details” on the student’s current IEP.



Then click “Amend” function on the IEP.



The IEP will then open for amendment. **DO NOT** change any data fields in the following sections during the amendment process:

1. IEP Meeting;
2. Dates; or
3. PWN.

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Navigate to the appropriate section(s) of the IEP and make the necessary changes for the amendment.

The screenshot shows the 'Goals' section of the IEP system. On the left is a sidebar with a 'Sections' menu where 'Goals' is highlighted. The main area is titled 'Goals' and includes a 'Progress Report Frequency to Parents/Guardians' dropdown set to 'Quarterly'. Below this is 'Goal 1' with an 'Area of Need' dropdown set to 'Daily Living Skills'. There are checkboxes for 'Instructional/Special Education', 'Transition', and 'Related Service'. The 'Start Date' is 8/25/2015 and the 'Projected Achievement Date' is 8/18/2016. The 'Measurable Goal' field contains the text 'B Z U'. Below this is an 'Objectives' section with a 'new objective' button. At the bottom is a 'Progress Monitoring' section with a checkbox 'Collect detailed progress monitoring data at the goal level?' and a 'new goal' button.

Save and print the amended IEP. Then close the Amend function.

Step 4: Completing the Cover Page and PWN for the Amended IEP

Return to the Programs Tab and open the IEP Amendment (Cover Page) by selecting “Edit Details” to enter remaining information for the cover page and the PWN for the IEP amendment. Make sure to identify the sections of the IEP that were amended, the date the amendments were made, and the date on which the amended IEP will start. Also complete the PWN in the IEP Amendment action.

The screenshot shows the header of the 'IEP Amendment (Cover Page)'. It includes the title 'IEP Amendment (Cover Page)' and a subtitle 'Amend Current IEP Created Sep 18 by Dianne Bennett'. On the right is an 'Edit Details' button with a magnifying glass icon. A blue arrow points to this button from the right side of the image.

After the IEP Amendment action is finalized, the process is complete and the following documents should be printed for distribution: 1. IEP Amendment Cover Page; 2. Amended IEP; and 3. PWN.

Additional Functionality: Access the Original and Amended IEP

After you have completed an IEP amendment, there is functionality within the system to view both the original IEP and the amended IEP.

To access either the original IEP or the amended IEP select ‘View Details’ from the ‘Program’ tab.

The screenshot shows the 'Special Education' program details page. At the top is a timeline with stages: Referred (2/3/14), Evalua (2/12/14), Initial E (4/15/14), Eligible (4/22/14), IEP (5/24/14), IEP Review (Due: 4/21/15), and Reeval (Due: 4/22/17). Below the timeline is the 'IEP - Transition (13+)' section with dates 5/24/2014 - 4/21/2015. To the right is the 'Team Lead: Tess Practice' and a 'View Details' button with a magnifying glass icon. A blue arrow points to this button from the right side of the image. Below the team lead information are two tabs: 'Services' and 'Goals'. The 'Services' tab is active, showing 'Math' and a 'View Service Log' button. The 'Goals' tab is also visible, showing 'Q3 progress report due on 7/1/2014' and an 'Enter' button.

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When the IEP opens for viewing, you will see the most recent version of the IEP (i.e., the amended IEP) with the date in bold after “Revisions.” The previous/original IEP is accessible by clicking on the date link for that IEP, which is in blue and underlined.

View IEP - Transition (13+)

Revisions: 5/22/2014 → **11/12/2015**

IEP Meeting:

Date & Time: 4/22/2014 10:00 AM - 11:00 AM 1 hour duration

Location: Gowerport High

Participants:

Person	Role	Absent?
Lori Tins	Mother	No
Tina Prindle	Special Education Teacher/Provider	No

Should the student be invited to the meeting? Yes

Notice of Meeting

*Revised 11/12/2015